

**CITY OF HOUSTON
UTILITY CUSTOMER SERVICE**

APPLICATION FOR COMMERCIAL/MULTI-FAMILY SERVICE

To apply for services via Fax or Mail, the following information and documents will be required before service will be initiated:

1. If owner: **Completed** Application Form
 Copy of Recorded Deed
 Deposit

***** OWNER MUST HAVE DEED RECORDED TO BE ACCEPTED BY THE CITY OF HOUSTON. IF INITIATING SERVICE SAME DAY AS CLOSING, A COPY OF THE SIGNED NOTARIZED DEED WILL BE ACCEPTED, PENDING RECEIPT OF THE RECORDED DEED.**

2. If Lessee/Renter **Completed** Application Form
 Copy of Lease Agreement
 Deposit

***** LEASE AGREEMENT MUST INCLUDE PAGE INDICATING LESSOR/LESSEE AND TERM OF LEASE, PAGE SHOWING LESSEE RESPONSIBLE FOR UTILITIES, AND SIGNED SIGNATURE PAGES OF BOTH LESSOR AND LESSEE.**

NOTE: Service will not be initiated until the deposit requirement is paid in full and all documentation is received. For deposits totaling \$1000.00 or greater, a surety bond form or example of an Irrevocable Letter of Credit is available upon request.

BEFORE USING ANY OF THE FOLLOWING METHODS OF PAYMENT, YOU MUST HAVE YOUR NEW ACCOUNT NUMBER. If a representative has not called you by the close of the next business day, you may contact the Commercial/Multi-Family New Connect Section at (713) 371-1400, and follow the prompts to speak to a representative.

Deposits may be paid by check over the phone with one of our representatives. Deposits may also be mailed, delivered or paid at a participating grocery store or Western Union location. Required documents may be mailed, delivered or faxed to our office at:

4200 Leeland (Office is located off of I-45 (Gulf Fwy) and Cullen Blvd.)

TO ENSURE THIS APPLICATION IS RECEIVED IN THE CORRECT DEPARTMENT, RETURN THE COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

By MAIL:
City of Houston
Commercial Connects
4200 Leeland, First Floor
Houston, Texas 77023

By FAX : (713) 371-1057

By Email: Customer.Service@cityofhouston.net or
UCSCComm@cityofhouston.net

UTILITY CUSTOMER SERVICE COMMERCIAL APPLICATION FORM

This application is for commercial, multi-family, and church use only. For clarity, please fill out all appropriate blanks, even if redundant. Incomplete forms may result in denial of service. Please print or type. If this application covers more than one meter, list additional meters in section VII.

I. General Information: Account Number: _____ TU: _____

Account Name: _____ DBA (Y/N): _____

Service Address: _____ Zip: _____

Start Date: ____ - ____ - ____ Property Ph.#: (____) ____ - ____ Fax: (____) ____ - ____

TDL#: _____ State Tax ID# _____ SSN: _____ - ____ - ____

II. Billing Information: Send bill to service address? (Y/N): _____

If NO, send bill to: ----- (property name) -----

Management or attention: _____

Street or P.O. Box#: _____

City, State, Zip + 4: _____

Phone: _____ Fax: _____

III. Responsible Party (Please do not repeat the DBA name.) OWNS ☐ LEASES ☐

No contract will be taken in the name of a management company unless that company is also the owner of the property.

Owner (Deed Holder)--other than service address

Tenant (Lessee)--other than service address

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____ Fax : _____

Phone : _____ Fax : _____

Form of Business:

Proprietorship <input type="checkbox"/>	Ltd. Partnership <input type="checkbox"/>	Gen. Partnership <input type="checkbox"/>
S-Corporation <input type="checkbox"/>	Corporation <input type="checkbox"/>	Church <input type="checkbox"/>
L.L.C. <input type="checkbox"/>	Joint Venture <input type="checkbox"/>	Government <input type="checkbox"/>

The responsible party:

Owens the property	<input type="checkbox"/>
Leases the property	<input type="checkbox"/>

IV. Management company information: (home office)

Name : _____

Copy of management agreement attached: Y ☐ N ☐

Address : _____

Power of Attorney attached: Y ☐ N ☐

City : _____ State: _____ Zip: _____

For office use only:

V. Deposit Information: DB Rating: _____

Waived: No ☐ Yes ☐ By: _____

Reference Account # _____

Service Address: _____

Amount of Deposit: \$ _____

Paid 1/3 at connect: ☐ Paid in full at connect: ☐

Type: Cash ☐ Bond ☐ Letter of Credit ☐ Check ☐

Customer wants 1/3 cash advance refunded ☐

Bond/LC # _____

Bank/Surety: _____

VI. Signatures:

Notice: This application is made for water and or wastewater service as served by the City of Houston, TX to the above named applicant. Any deposits required for service must be paid at commencement of service. If payment is by Letter of Credit or bond, then 1/3 of the deposit must be paid at commencement, and the L/C or bond must be received in our offices within 10 days or services may be terminated without further notice. All deposits are held for 36 months and will be refunded or released only if the customer has established an on-time payment history. Failure to pay for water and or wastewater services as required may result in termination of service and the filing of a utility lien with the Harris County Clerk of Court's office.

Signatures:

if by applicant:

Print Name: _____

Signature: _____

Date: _____

Title: _____

if by agent/management:

Print Name: _____

Signature: _____

Date: _____

Title: _____

VII. Additional Meters

This list contains all additional meters which are hereby made a part of the above application. All conditions, notices and requirements above apply in full to all accounts listed hereafter. Attach extra copies of this page as needed.

Account #	Service Address	Deposit
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____
_____-_____-_____-_____-_____	_____	_____

Total Accounts: _____

Total Deposit Required: _____

BOND NO. _____

KNOW ALL MEN BY THESE PRESENTS.

That _____ as Principal, hereafter called Principal, and _____, as Surety, hereinafter called Surety, are now held and firmly bound unto City of Houston, its successors and assigns as Oblige, hereinafter called Oblige, in the sum of _____ (_____), to be paid to Oblige at its office at 4200 Leeland, Houston, Harris County, Texas, 77023, for the payment of which sum, well and truly to be made to Oblige and its successors, the said Principal and Surety, and each of them, do bind themselves and their respective successors and assigns, jointly and severally, by these presents.

The condition of this obligation is such that if Principal shall pay Oblige, before the due date thereof, all amounts owed by Principal to Oblige for water, sewer and /or fire charge services, (hereinafter collectively the "Services") for premises at _____ in the City of Houston, County of Harris, Texas, then this obligation shall be void, otherwise it shall remain in full force and effect for a term of three years from the date hereof.

Surety may, by giving Oblige 60 days advance written notice thereof by certified mail, return receipt requested, addressed to City of Houston, 4200 Leeland, Houston, Texas 77023, cancel this bond as to amounts owed by Principal as a result of the Services furnished or rendered by Oblige to Principal after the effective date of such cancellation. Upon receipt of such notice of cancellation, Oblige shall have the right at its option, to discontinue delivery of the Services to Principal's premises hereinabove described without prior notice.

Surety hereby waives notice (i) of amount owed by Principal to Oblige, (ii) of any extension of time granted by Oblige to Principal and (iii) of any forbearance by Oblige in favor of Principal. Surety further waives its right to require that Oblige institute suit against Principal for any amount owed by Principal to Oblige for the Services furnished or rendered by Oblige to Principal at Principal's premises hereinabove described, it being the intent of this bond that if Principal fails or refuses to pay any such amount to Oblige, on or before the due date thereof, Surety will pay the same to Oblige within ten (10) days of written demand by Oblige. Amounts paid by Surety to Oblige hereunder shall be credited against Surety's maximum obligation hereunder but shall not otherwise affect Surety's obligations under this bond.

Principal and Surety agree that in any suit successfully prosecuted on this bond by Oblige, Oblige shall be entitled to recover, in addition to any other amounts recovered by Oblige, the reasonable attorney's fees and costs incurred by Oblige in prosecuting said suit. Principal and Surety further agree that venue for all suits prosecuted on this bond may be maintained in Harris County, Texas. Principal and Surety further agree that Oblige does not, either by accepting this bond or by accepting any payment from Surety under this bond, waive it's rights to discontinue, without prior notice, the delivery of the Services to Principal's premises hereinabove described in the event Principal fails or refuses to pay, before the due date thereof, any amount owed by Principal to Oblige for the Services furnished or rendered by Oblige to Principal at Principal's premises hereinabove described. Provided, however, Oblige shall be under no duty to exercise such rights.

EXECUTED this _____ day of _____

Principal: _____

By: _____

ACCEPTED:

City of Houston,
Public Work & Engineering

Surety: _____

By: _____

By: _____

Revised: 11/1/04

EXAMPLE

EXAMPLE

EXAMPLE

EXAMPLE

IRREVOCABLE STANDBY LETTER OF CREDIT NO. _____

(DATE)

CITY OF HOUSTON
4200 LEELAND
HOUSTON, TEXAS 77023

TO WHOM THIS MAY CONCERN:

WE HEREBY ESTABLISH OUR IRREVOCABLE STANDBY LETTER OF CREDIT
NO. _____, IN YOUR FAVOR AND FOR THE ACCOUNT(S) OF
(PRINCIPAL'S NAME), (SERVICE ADDRESS,
CITY, STATE, ZIP CODE) FOR AN AGGREGATE AMOUNT OF U.S. \$ _____,
(U.S. DOLLARS _____ ONLY) AVAILABLE BY YOUR SIGHT DRAFT(S)
DRAWN ON US AND ACCOMPANIED BY THE FOLLOWING DOCUMENTS:

YOUR SIGNED OFFICIAL STATEMENT CERTIFYING THAT "THE DRAWING AMOUNT
REPRESENTS THE BILL(S) FOR WATER, SEWER AND / OR FIRECHARGE SERVICES
FOR (ACCOUNT NAME WITH CITY OF HOUSTON), (SERVICE ADDRESS, CITY, STATE, ZIP CODE)
AND REMAINS UNPAID."

PARTIAL AND MULTIPLE DRAWINGS ARE PERMITTED (THIS STATEMENT MUST BE INCLUDED.)

THIS LETTER OF CREDIT EXPIRES ON (DATE MUST BE AT LEAST ONE (1) YEAR FROM THE DATE OF
THE LETTER OF CREDIT.) AT OUR COUNTERS. THIS STAND-BY LETTER OF CREDIT SHALL BE
AUTOMATICALLY EXTENDED WITHOUT AMENDMENT FOR AN ADDITIONAL PERIOD OF ONE
YEAR FROM THE PRESENT OR FUTURE EXPIRATION DATE HEREOF, UNLESS WE HAVE NOTIFIED
YOU IN WRITING (SENT TO THE ABOVE ADDRESS, CERTIFIED MAIL, RETURN RECEIPT
REQUESTED), NOT LESS THAN SIXTY (60) DAYS BEFORE SUCH EXPIRATION DATE, THAT WE
ELECT NOT TO RENEW THIS STAND-BY LETTER OF CREDIT.

ALL DRAFTS MUST STATE ON THEIR FACE: "DRAWN UNDER IRREVOCABLE STANDBY BY LETTER OF
CREDIT NO. _____" , OF (FINANCIAL INSTITUTION'S NAME AND
ADDRESS, DATED _____.

THIS LETTER OF CREDIT IS SUBJECT TO THE INTERNATIONAL STANDBY PRACTICES, ICC
PUBLICATION NO. 590 (ISP98)

WE ENGAGE WITH YOU THAT YOUR DRAWING(S) PRESENTED IN COMPLIANCE WITH THE TERMS
AND CONDITIONS OF THIS LETTER OF CREDIT WILL BE DULY HONORED.

BY: _____
(SIGNATURE OF AUTHORIZED OFFICER OF FINANCIAL INSTITUTION)

Revised: 01-01-08